

21 OCTOBER 1979

MEMORANDUM FOR: Chairman, Medical Staff Career Service Board

FROM: Chairman, Medical Technicians and Administrative Panel

SUBJECT: Medical Training Program for Grades GS-6 Through GS-11 of the Medical Staff

I STATEMENT OF PROBLEM

A. The Medical Technician and Administrative Panel has, in accordance with a previously scheduled project program for 1959, recently completed a study of the Medical Staff training program for non-professional personnel. Factors influencing the initiation of this study were:

1. The Panel believes that certain categories of non-professional Medical Staff Personnel should be cognizant of current medical practices and procedures with a goal toward;
2. Enabling said personnel within these categories to perform their assigned duties with a greater degree of proficiency.

B. The Panel is aware that the greatest problem, in implementing previously proposed training programs, has been the release of personnel from their regular duties to attend full-time internal or external training courses. There have been exceptions to the above however, the greater majority having been for Agency-required courses.

II RECOMMENDATIONS

A. With the above in mind it was considered only practical that the Panel should give more serious consideration and study to those avenues of training that do not require an employee's full-time attendance.

B. It is recognized by the Panel that the primary responsibility of Medical Staff personnel in grades GS-6 through GS-11 lies in the care and well being of Agency employees and their dependents both in the U. S. and overseas. Therefore, any proposed training program should have as its first goal, subjects having to do with the recognition and treatment of illnesses and injuries.

C. To realize the above types of training the Panel offers the following recommendations:

1. Correspondence Courses

a. Recently it was made possible for all members of the Medical Staff to enroll in correspondence courses being offered by the Bureau of Medicine and Surgery, Department of the Navy. Listed below are the names of the courses felt to be most applicable:

- X-ray Physics and Techniques
- Insect and Rodent Control
- Combat and Field Medicine Practice
- Submarine Medicine Practice (Specialized Independent duty)
- Hospital Personnel Administration
- Physical Medicine in General Practice
- Treatment of Chemical Warfare Casualties
- Legal Medicine
- Control of Communicable Diseases in Man
- Clinical Laboratory Procedures (3 years)
- Low Temperature Sanitation and Cold Weather Medicine
- Blood Transfusion, Methods and Procedures
- Pharmacy and Materia Medica

1) Enrollment in the above courses will give an indication as to how many Medical Staff Personnel are interested in training. As of this date 5 headquarters personnel and 13 overseas personnel have enrolled in correspondence courses.*

2) On the satisfactory completion of any course the "Certificate of Satisfactory Completion" should be incorporated into the subject's Agency Personnel folder.

3) One major advantage to correspondence courses is that they can be offered to overseas personnel.

4) Additional information on any of the courses mentioned above can be found in the attached booklet.

2. Training, Orientation and Familiarization Within the Medical Staff

a. It is believed that this type of program is a must for Medical Staff non-professional personnel and could be accomplished with a minimum of absence from official duties.

b. Requirements necessary to accomplish this type of training would be:

1) Subject Matter

a) Lectures covering general medicine by Medical Staff physicians.

- b) Motion Pictures covering phases of medicine.
- c) Special lectures covering other important aspects of Medical Staff Functions, i.e.,

- (1) Administration (Logistics, Personnel and Finance)

- (2) Psychiatry

- (3) Operations

- 2) Timing

- a) As to day and hour of week

- b) Number of months course to run

- 3) Attendance

- a) Should consist of all headquarters personnel between Grades GS-6 and GS-11.

- b) Effort should be made to make attendance mandatory. The Panel believes that this program can not possibly succeed without mandatory attendance.

- c. Hypothetical Course

- 1) Subject Matter

- a) Physicians lectures every other week

- b) Motion Pictures and special lectures on alternate weeks

- c) Actual material would be left up to physicians and lecturers.

- 2) Time

- a) One hour weekly preferably last hour of any working day, Monday through Friday

- 3) Dates

- a) 7 September 1959 through 4 March 1960

- d. Attendance in this type of training would require three (3) full working days out of the proposed six months schedule.

a. In addition to the above types of training there are other specialized courses available to the Medical Staff through the Office of Training. These courses should be utilized whenever possible, e.g.

- 1) Operational Support
- 2) Logistics Support
- 3) Management and Personnel

4. External Training

a. Rather than attempt to formulate an external training program at this time, the Panel feels that, requests of this nature should be handled by the appropriate authorities on an individual basis.

5. Training of Non-Professional Personnel in Grades GS-12 Through GS-14

a. The Panel agrees that a study of training possibilities for the above grades should be made, however, it was not considered appropriate to submit proposals within the scope of this study.

b. It is planned that a survey of training possibilities for personnel in this category will be made in the near future and Panel recommendations submitted to the Career Board for their consideration.

III CONCLUSIONS

A. It is not the Panel's intention to submit an "ad-hoc" program which would entail all the fields of training, but rather it is our intent to submit an initial training program which we believe will be both a practical and workable beginning. This program should be evaluated periodically and if proven successful the addition of other training aspects should be considered.

B. The Panel takes this opportunity to express its willingness and availability to discuss this subject further with the Career Board if such is their desire.


Chairman

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